

ALERT!

You will notice there are two different Group Information Sheets (GIS) which will be included in your materials. One is blue, and one is purple.

The purpose for 2 GIS forms this year is that the purple GIS form will go with all test booklets that are to have test scores moved to another school, e.g., there is a school number entered in the "District Use Only-B" field on the test booklet. The blue GIS form will go with the test booklets that do not have score transfers occurring. Your test coordinator kit should have a separate SOA GIS for each grade and content area.

The purple GIS form is referred to as the "School of Accountability" GIS, because the move of the score using District Use Only-B field refers to changing the student's "school of accountability", e.g., where that student's score will be counted.

All tests for students whose biographical data page have an entry in the District Use Only-B field must be submitted under the appropriate grade and content area School of Accountability (SOA) GIS to be processed for an SOA change. District Assessment Coordinators (DAC) are asked to please verify the contents of the District Use Only-B field - all 4 columns should be marked correctly and should have a valid existing school number. CTB will assume that the DAC authorizes the move if it is submitted under the School of Accountability GIS.

Any biographical data page that has a mark in the District use only-B field but is **not** submitted under the separate School of Accountability GIS will not be processed for an SOA change (i.e., the student's score will not be moved to the new School of Accountability).

The procedures for using the 2 different GIS forms will be explained in detail at the January CSAP administration training.

Note: Please enter your school's principal's name in the "Teacher" field at the top of the SOA GIS form.

Scenarios to Illustrate use of the “District Use Only –B” field

Scenario 1:

Wonder Woman takes the first 2 sessions of the 5th grade math at Stellar Elementary School at Justice School District. Before the third math session is administered, she moves to Galactic Elementary School in Planetary School District. Stellar ES has two choices:

1. Stellar can code the math booklet with Test Invalidation Code 6, “Withdrew before completion.” If they do this, then the student will have a “No Score.” This will not be included in the School Accountability Report calculations.
2. Stellar can physically move the test booklet to Galactic ES. Wonder Woman then finishes the math test either in regular session or in the make-up session, as well as other unfinished content areas. Galactic should use the District Use Only B field to enter their school code, and should also mark the student as “October New to School.” The score will be included in regular CSAP reporting, but is excluded from School Accountability Report computations.

Scenario 2:

Superman finishes the Reading/Writing tests at Smallville High School in Kryptonite District. He then moves to Daily Planet High School in Metropolis District before starting any other content areas. Smallville will retain his Reading/Writing scores both in regular CSAP reporting and School Accountability Report calculations. Daily Planet will test him in Math and will need to hand bubble the student data grid on the Math booklet, and code him as “October New to School.” The Math score will be included in regular CSAP reporting for Daily Planet High School, but will not be included in School Accountability Report calculations.

Scenario 3:

Batman is in Cave High School in Gotham School District. He takes the first two math sessions, and then moves to Arkham High School, which is still in Gotham School District. Batman has not started any other tests. If Cave High School moves the math test booklet to Arkham, they could also move Batman’s other test booklets and pre-coded labels. Then Arkham would only have to code their school number in “District Use Only B”, and mark the “October New to School” code.

Note: All three scenarios assume the student is not taking the CSAP-Alternate, and is not a NEP or LEP student who has been in Colorado less than 3 years.

Options for physically moving test booklets:

- Drive the test booklet from one school to the other. This should only be done by a DAC/SAC or designated person. This should not be done by the student, parent, or other inappropriate personnel.
- Ship via overnight delivery (e.g., FedEx, UPS). The sending and receiving schools should specify who should receive the delivery to maintain test security.

Group Information Sheet

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Organization Name: **GRADE 7 MATH**

District Name: **NORTHGLENN-TH**

SO #: **60001**

State: **CO**



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CSAP 2003

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Group Information Sheet

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Organization Name: **GRADE 7 MATH**

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SCHOOL OF ACCOUNTABILITY

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